

Class Formation

Rationale

A clearly defined, collaborative process for the placement of children into classes will lead to greater efficiency, increased understanding and improved opportunities for learning.

Purpose

- To provide each child with the opportunity to be part of a class of children that will allow them the best opportunity to learn.
- To form well balanced classes of children that take into account the social, emotional, academic and physical characteristics of each child.
- To ensure that optimum use is made of the prior knowledge that teachers and parents have of each child prior to class placement.

Guidelines

- The allocation of children to various classes, class structures and class compositions are ultimately the responsibility of the Principal.
- Prep-2 classes should be smaller whenever possible.
- Preferred class compositions are either single year level or dual grade levels.
- Under exceptional circumstances the Principal may reorganise classes throughout the year.
- Children who enrol at the school during the year will be temporarily allocated to classes, with the possible need to alter the placement once further information regarding the child is known.
- Concerns regarding the placement of specific children in classes, the allocation of particular teachers to classes, or the overall structure of classes must be directed to the Principal.

Implementation

- The process of forming classes will commence in November of the previous year.
- The principal, in consultation with staff and after considering student numbers, will determine the number of classes for the following year, class sizes and the year levels of each class.
- Staff members with knowledge of students will be required to work collaboratively to create draft classes of students for the following year.
- Expressions of interest will be sought and considered when allocation of classes is made by Principal.
- When forming classes consideration will be given to
 - gender
 - previous class
 - academic ability/needs
 - behaviour
 - friendship groups

- The Principal will formally seek input from parents via the newsletter. All parent input must be directed to the Principal and placed in writing. If practicable, the Principal will inform staff of parent input prior to the formation of classes.
- Once draft classes are completed, the principal may make alterations where appropriate before final lists are published.
- Staff members will not disclose the composition of proposed classes prior to any formal announcements.
- Details relating to the school organisation will be released to parents on the final day of term four.

Evaluation

Evaluation may include reference to:

- Parent survey and feedback
- Student attitudes to school survey
- Staff Survey

Related Documents

- Grade Placement Guidelines
- Guidelines for a Student Repeating a Year Procedures
- Equal Opportunity Policy